

# ALEAT Access

## Providing an Invitation Code

To use ALEAT the individual from the LEA must have access to Common Logon found on the ADE website. The authorized LEA signatory must contact the ADE at [Enterprise@azed.gov](mailto:Enterprise@azed.gov) to authorize Common Logon access for the employee. Then the LEA administrator in ALEAT can go into Setup & Maintenance to add users and provide invitation codes.



Arizona LEA Tracker (ALEAT)

Hi Tee-LEA! Logout Help Setup & Maintenance

Home LEA Overview Monitoring Plan File Cabinet

LEA Overview [LEA Settings](#)

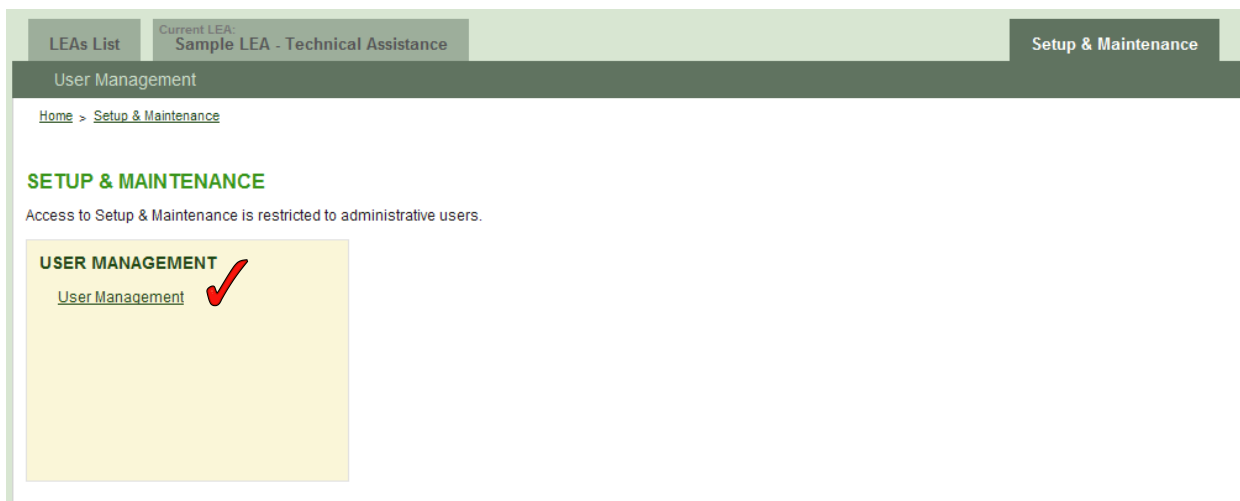
Sample LEA - Technical Assistance 3

2012 - 2013 School Year Update

LEA Type Title I Title II Status 2141 Title I Status Made AYP Title III Status LEA Improvement

Monitoring Continuous Improvement Plan

*To update LEA users and issue invitation codes for new users, click on **“Setup & Maintenance”** in the upper right hand corner of the page. Then click on the **“Users”** link on the left.*



LEAs List Current LEA: Sample LEA - Technical Assistance Setup & Maintenance

User Management

Home > Setup & Maintenance

SETUP & MAINTENANCE

Access to Setup & Maintenance is restricted to administrative users.

USER MANAGEMENT

User Management

## CONTACT ADMINISTRATION

Instructions/Description

### FILTER

[Show Advanced Filters](#)

User Name

Apply

Clear

All Assigned Users

[+ Add New User](#)

**When you reach the Contact Administration page, click on the "+Add User" link and complete the template to send a new employee an invitation code.**

**Complete the user information and review the email address for accuracy; this is used for all communication in ALEAT.**

**Include the employee's phone number, position and department. To save information and send the invitation code, click on "Create Account."**

Arizona LEA Tracker (ALEAT)

Current LEA: Sample LEA - Technical Assistance

User Management

Home > Setup & Maintenance > User Management > Add User

### ADD NEW USER

Instructions/Description

Fields marked with an \* are required.

First Name\* 0/50

Last Name\* 0/50

Email\* 0/50

Phone

Position 0/100

Department 0/100

Level \*

☐ ADE

☒ LEA

☐ School

Search

Role

☒ Admin

Create Account Cancel

When you click Create Account, an invitation with a link to the system will be sent to this user.

About Arizona Department of Education  
For questions related to ALEAT, please contact: ALEAT@azed.gov

**When creating an invitation code for an individual who will work at the LEA level, click on the LEA radio button, and click on the LEA name.**

Level \*

☐ ADE

☐ LEA

☒ School

Step 1: Select a district first

Search

Step 2: Select the school

Search

Role

☐ Admin

**When creating an invitation code for a principal, click on the school radio button. Then, click on the blank drop down box on the left and show LEA name, then click on the blank drop down box on the right and find the school name.**

# ALEAT

## Managing the LEA User List

It is the LEA's responsibility to annually update the LEA user list. It is recommended that at the beginning of each school year the LEA user list is updated by disassociating employees who are no longer with the LEA or no longer in a position to be working in ALEAT.

### CONTACT ADMINISTRATION

Instructions/Description

#### FILTER

[Show Advanced Filters](#) ✓

User Name

Apply

Clear

**To remove a person no longer associated with the LEA, click on *Show Advanced Filters*.**

**In the drop down box for Organization choose your LEA name. To see everyone associated with schools and LEAs have the box show All Levels, or you can just show LEA users or Schools users only by changing the choice for Levels.**

**Once you see the name of the individual you need to disassociate click on their name or on Edit next to their name.**

### CONTACT ADMINISTRATION

Instructions/Description

#### FILTER

[Hide Advanced Filters](#)

User Name

Levels

All Levels ✓

User Role

☐ Show Retired ☐ Admins Only

Filter by Organization Information

Status

☒ Active ☐ Retired

Organization ✓

Sample LEA - Technical As ▾

Apply

Clear

#### Assigned Users in Sample LEA - Technical Assistance

[Add New User](#)

Page size: 25 1 to 8 of 8 items					
	Name	Organization	Email	Level	Role
<a href="#">Edit</a>	Nicy Brown	Sample LEA	nicy.brown@gmail.com	LEA	admin
<a href="#">Edit</a>	Tee Lambert	Sample LEA	tee.lambert@gmail.com	LEA	admin
<a href="#">Edit</a>	Tee - School Lambert	Schoolwide Plan	tee.lambert@wesdschools.org	School	
<a href="#">Edit</a>	Tee - School Lambert	ASIP/Schoolwide	tee.lambert@wesdschools.org	School	
<a href="#">Edit</a> ✓	Tee-LEA Lambert	Sample LEA	tee.lambert@yahoo.com	LEA	admin
<a href="#">Edit</a>	Bobbie Orlando	ASIP/Targeted Assistance	bobbie.orlando@yahoo.gov	School	
<a href="#">Edit</a>	Sally smith	Sample LEA	smith@google.com	LEA	admin
<a href="#">Edit</a>	Brenda Wright2	Sample LEA	brendawrightade@gmail.com	LEA	admin
Page size: 25 1 to 8 of 8 items					

User Management

Home > Setup & Maintenance > User Management > Sally smith

### USER DETAILS

Description and Instructions for the contact view

**Name** Sally smith [Edit](#)

**Email** smith@google.com

**Level** LEA

**Phone**

**Position**

**Department**

**Read-Only** No

**Invitation Number:**  
2FAC78F123  
Sent 07/25/2012 by Tee Lambert.  
[Resend Invitation](#)

The page at https://www12.ade.az.gov says:

Warning: Removing an association will remove all monitoring and plan roles. This may not be undone. Are you sure?

OK Cancel

**Organization Assignments** | Monitoring Assignments | Plan Assignments

[+ Add Organization](#)

☒ [Edit All](#) [Update All](#) [Cancel Edit All](#)

Remove	Primary	Organization	County	Level	Role
<input checked="" type="checkbox"/> <a href="#">Remove</a>	<input checked="" type="checkbox"/>	Sample LEA - Technical Assistance	Arizona Department Of Education - ADE	LEA	admin

Page size: 25 1 to 1 of 1 items

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javascript:;\_\_doPostBack('ctl00\$ContentPlaceholder2\$RadGridOrganization\$ctl00\$ctl04\$lnkBtnRemove','')

**To remove the employee, click on "remove" and when the pop up box appears asking if you want to remove the association with all monitoring and plan roles, click "OK".**

**Organization Assignments** | Monitoring Assignments | Plan Assignments

[+ Add Organization](#)

[Edit All](#) [Update All](#) ☒ [Cancel Edit All](#)

Remove	Primary	Organization	County	Level	Role
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sample LEA - Technical Assistance	Arizona Department Of Education - ADE	LEA	<input checked="" type="radio"/> Admin <input type="radio"/> User

Page size: 25 1 to 1 of 1 items

**To change the user level, click on "Edit All" and choose the individuals role In ALEAT by marking the Radio button for Admin or User. Then click on "Update All"**